

# REPLY TO RESPONSE TO MOTION FOR TEMPORARY ORDERS OR EX PARTE RESTRAINING ORDER/ORDER TO SHOW CAUSE

King County Family Law Facilitators: Instruction # F-6  
King County Local Family Law Rules (LFLRs)

*If you filed a Motion for Temporary Orders or Ex Parte Restraining Order/Order to Show Cause and the other party has responded in writing to your motion, you may file and serve a reply in writing to their response by 12 noon, 2 court days prior to the hearing.*

## STEP 1: COMPLETE THE REQUIRED FORMS

### [Declaration, WPF DRPSCU 01.0100](#)

Use this form to reply directly and strictly to the claims in the other party's response. Others who know about your case may also write declarations on your behalf. If a witness uses a separate piece of paper, that paper should be stapled to the declaration form and referenced in the declaration form. The witness making the declaration should sign and print their name, date the declaration form and also fill in the name of the city and state where the declaration was signed.

### **Declaration of Mailing or Delivery or [Return of Service, WPF DRPSCU 01.0250](#)**

See Step 3 to determine which of these forms you need.

## STEP 2: TALK TO AN ATTORNEY, IF POSSIBLE

**These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action.** If you cannot afford to hire an attorney to represent you, you may be able to pay a lawyer to give you advice and review your paperwork for less cost. Contact the King County Bar Association Lawyer Referral Line for information about limited services representation. If you cannot afford these costs, there are limited free legal services available to low income people. Contact the Facilitators' office for a Legal Resource List or the King County Bar Association Lawyer Referral Line for information about resources for low income people.

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| <b>STEP 3: MAKE COPIES, FILE WITH THE CLERK, DELIVER WORKING PAPERS AND SERVE THE OTHER PARTY</b> |
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**Make 3 copies of the Declaration(s).**

**File the original of the Declaration(s) in the Clerk's Office by noon, 2 court days prior to the hearing (court days do not include weekends or holidays).**

**Deliver a copy of the Declaration(s) to the Family Law Coordinator by noon, 2 court days prior to the hearing.** In the upper right hand corner of the first page of this set of copies write:

WORKING PAPERS

FAMILY LAW MOTIONS

HEARING DATE: \_\_\_\_\_

HEARING TIME: \_\_\_\_\_ AM/PM

NAME: \_\_\_\_\_  
(Your name)

**Serve the other party with a copy of your Declaration(s) by noon, 2 court days prior to the hearing.**

You may serve your reply by delivering it yourself to the other party (provided that no order restrains you from having contact) by noon, 2 court days prior to the hearing. If the other party is represented in the case by an attorney, deliver to the attorney instead. After you have delivered your reply, fill out a Declaration of Mailing or Delivery form. Make one copy of this form for your records and file the original with the Clerk's Office. Bring the copy to your hearing. If you choose to have someone else (18 years of age or older) serve the other party, that person must fill out and sign a Return of Service form and give the form to you. Make a copy for your records and file the original with the Clerk's Office.

**If the motion includes child support and if any of the children have ever been on public assistance, you must also deliver a copy of your reply to the King County Prosecuting Attorney Family Support Section**

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| <b>STEP 4: CONFIRM YOUR HEARING AND ATTEND YOUR HEARING</b> |
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**Confirm Your Hearing Online** anytime between 12:01 noon three days prior to your hearing and 12:00 noon two days prior to your hearing.

To confirm your hearing online, or to find out if the party who scheduled the hearing has confirmed it, visit <http://your.kingcounty.gov/flmco/> and follow the instructions provided there. You will need to know:

1. The Cause/Case Number for your case
2. The Name of the Calendar on which the hearing is set.
3. The Time of the Calendar (morning or afternoon).
4. The Name of the Motion.
5. The Name of your Attorney (if any).

You also will need to provide a contact email address and a contact phone number so the court can respond to your request.

**OR**

**Call and confirm your hearing** 3 court days before the hearing between 2:30 pm and 4:15 pm or 2 court days before the hearing between 8:30 am and 12:00 noon. Court days do not include weekends or holidays. Call (206)296-9340 to confirm Seattle hearings and (206)205-2550 to confirm Kent hearings. **Be ready to give your case number, and date and time of your hearing, when you call to confirm.** Ask the coordinator for the confirmation number, write it down and bring it to your hearing.

**IF YOU FAIL TO CONFIRM YOUR HEARING, IT WILL BE AUTOMATICALLY CANCELED!**

**Bring to your hearing** your copies of all the documents, including the Declaration of Mailing or Delivery or Return of Service, the originals of any proposed orders you submitted initially, and a copy of your reply declaration(s). Check in for your hearing 30 minutes early.

YOU MAY HAVE TO WAIT UP TO 3 HOURS FOR YOUR HEARING. DO NOT BRING CHILDREN WITH YOU. Limited childcare is available at the Regional Justice Center in Kent. You must call to reserve a space for your children.

**After the hearing you may make a copy of the Court's orders.** All original orders signed by the Commissioner must be filed in the Clerk's Office.

**DO NOT LEAVE THE COURTHOUSE WITH THE ORIGINAL ORDERS SIGNED BY THE COMMISSIONER.**

**WARNING:** These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. (You may be able to hire a lawyer for a small fee to review your completed forms and talk about your problem but not represent you in court). If you need a lawyer, contact the Family Law Facilitators' Office for a *Legal Resource List* or call the King County Bar Association Lawyer Referral Line.